

TED Talk Planning Sheet

- Official TED talks have a strict 18-min limit. Your main presentation should be about six minutes long.
- Prepare and rehearse an effective and refined script and delivery
- Plan for a Question and Answer session.
- Read the article “What I Learned from Watching 150 TED Talks” by Carmine Gallo for advice.
- Watch several TED talks to see the structure and delivery. Here is a link to the YouTube Channel that features the most-watched TED talks (it’s a live link on our class website, just open this assignment paper under “What We Did In Class Today”):
<https://www.youtube.com/user/TEDtalksDirector/videos?flow=list&sort=p&view=0>
The official site (www.TED.com) is a treasure-trove.
- We’ll meet in the Lecture Hall on our presentation days (please come directly there). If you’d like to join us, I will take a group to the room on our last preparation day so you can get a feel for the space. You will have a computer (connected to the school network), a projector, and a microphone system available. You are NOT required to use any of these, however.

Element	Task	Notes
Title:	Think up a descriptive title. Try to be creative if it fits.	
Participants:	How will you split the presentation (if applicable)?	
Challenge:	What challenge/goal/question drove your work?	
Learning:	What do you learn? How were you challenged?	
Process:	Explain your process and show the products of your work. If there were any setbacks don’t be afraid to talk about them, too.	
Motivation:	Talk about your purpose or what the audience should learn from your project. Inspire your audience with your passion for your pursued activity.	
Conclusion	Include a meaningful take-away. (What should the audience do now?)	
Rubric:	Review the rubric often to check your progress.	

TED Talk Rubric

	Below Standard	Standard	Above Standard
Presentation Delivery	<p>Displays minimal eye contact with audience, while reading mostly from the notes.</p> <p>Speaks in uneven volume with little or no inflection.</p> <p>The visuals drive the talk. The could just read the poster or AV presentation, and have the same information</p>	<p>Consistent use of direct eye contact with audience, but still returns to notes.</p> <p>Speaks with satisfactory variation of volume and inflection.</p> <p>Occasionally the visuals drive the talk.</p>	<p>Holds attention of entire audience with the use of direct eye contact, seldom looking at notes.</p> <p>Speaks with fluctuation in volume and inflection to maintain audience interest and emphasize key points.</p> <p>The student, not the visuals, drives the talk.</p>
Content/Organization	<p>Demonstrates full knowledge by answering all class questions with explanations and elaboration.</p> <p>Provides clear purpose and subject; pertinent examples, facts, and/or statistics; supports conclusions/ideas with evidence.</p>	<p>Is at ease with expected answers to all questions, without elaboration.</p> <p>Has somewhat clear purpose and subject; some examples, facts, and/or statistics that support the subject; includes some data or evidence that supports conclusions.</p>	<p>Demonstrates full knowledge by answering all audience questions with explanations and elaboration.</p> <p>Provides clear purpose and subject; pertinent examples, facts, and/or statistics; supports conclusions/ideas with evidence.</p>
Enthusiasm/Audience Awareness	<p>Shows little or mixed feelings about the topic being presented.</p> <p>Fails to increase audience understanding of knowledge of topic.</p>	<p>Shows some enthusiastic feelings about topic.</p> <p>Raises audience understanding and knowledge of some points.</p>	<p>Demonstrates strong enthusiasm about topic during entire presentation.</p> <p>Significantly increases audience understanding and knowledge of topic; convinces an audience to recognize the validity and importance of the subject.</p>